

ONSITE PRESENTATIONS — A PC laptop, LCD projector, and speaker remote will be available for presentation of oral talks during the scientific sessions. Please note the guidelines below for your presentation.

- In order to facilitate a smooth transition between speakers, as well as ensure that all speakers receive their allotted time, all presentations must be submitted in advance and received by 5:00 p.m. U.S. Central Daylight Time (GMT -5) on September 25, 2013.

Submitting Your Presentation File

- Name your file: "{PRESENTER'S LAST NAME}_{TITLE OF TALK}"
 - Example: MyLastName_My Talk Title.ppt
- Access the following URL to upload your presentation file:
<https://transfer.hou.usra.edu/dropbox/c2pda>
- Use the subject line "Asteroid Workshop Presentation"
- The use of personal laptops is not permitted.
- No Mac laptops will be provided.

Hardware and Software Specifications —

The session rooms will be equipped with the following minimum hardware and software. If you anticipate the need for any other software for your presentation, please notify **Kira Honnoll** immediately.

PC Hardware:	PC Software:
Lenovo ThinkPad T420 Core i5 2520M/2.5 GHz	Operating System: Windows 7 Professional 32-bit
Memory: 4 GB RAM	Microsoft Office 2010 (including PowerPoint 2010)
Video: 1024 × 768	Windows Media Player 12, QuickTime 7, Adobe Reader XI

VIRTUAL PRESENTATIONS — Virtual presenters will be presenting via Adobe Connect. Adobe Connect supports the following file types:

- A single PDF file
- A single PPT or PPTX file
- A single audio file (mp3)
- A single video file (mp4, f4v, flv)

Step 1: Testing Your Connectivity

All virtual presenters must attend a 30-minute training session to be scheduled the week of September 23. Please contact **Nicole Herrmann** to schedule a time, if you have not already done so.

During the test, make certain you are using the EXACT same equipment that you will be using during your presentation.

This includes:

- Computer
- Phone (landline is recommended)
- Webcam (if possible)
- Internet connection (hardwired connection is recommended)

Step Two: Submitting Your Presentation File

All presentations must be received by 5:00 p.m. U.S. Central Daylight Time (GMT -5) on September 25, 2013.

- Name your file: "{PRESENTER'S LAST NAME}_{TITLE OF TALK}"
 - Example: MyLastName_My Talk Title.ppt
- Access the following URL to upload your presentation file:
<https://transfer.hou.usra.edu/dropbox/c2pda>
- Use the subject line "Asteroid Workshop Presentation"

Step Three: Connecting on the Day of Your Presentation

1. Be sure to use the exact equipment that was used when doing your test (see Step One).
2. Join the remote session 15 minutes prior to the start of the session in which you are scheduled to present.
 - a. Connect to the session via Adobe Connect with the URL provided during your test.
 - b. Call into the program via the teleconference number provided during your test.
 - c. Perform a sound check with the onsite staff.
3. All Q&A will occur at the end of each session, so you must plan to stay connected until the conclusion of the Q&A.

Note: Whether this is your first talk or your 500th, the **recent article written by Emily Lakdawalla** provides a wealth of useful tips and guidelines for speakers from the perspective of an audience member.